



PREMIUM PARTNERSHIPS SERVICE - INTERN

Florham Park, NJ

PAID

Approx. Start and End Dates: February 2017 – September 2017

Job Description:

The New York Jets Premium Partnerships department is seeking a qualified candidate that is enthusiastic, committed and has a strong work ethic. The Premium Partnerships Intern is an integral member of the service and sales teams. The primary responsibilities of this role are to assist with execution of customer service deliverables, CRM management, administrative support, and event support. The opportunity will provide an in-depth experience of working with a professional sports team's hospitality, service and sales groups.

Responsibilities:

- Event operations: assist with planning and event logistics, manage RSVP lists, on-site event activations, and post-event recaps.
- Daily CRM management: update suite account records and maintain accurate marketing lists. Strong focus on suite touchpoint campaign that includes, but not limited to, ticket and event utilization, as well as customer and company profiles.
- Ticket management: assist with suite ticket execution including all third-party events at MetLife Stadium and annual suite ticket mailing for Jets home games.
- Work closely with Premium Partnerships department to continuously fulfill VIP customer expectations and deliverables.
- Assist sales and service teams with daily administrative tasks.

Requirements:

- Prospective candidate should have internship experience
- Able to work in a fast-paced environment
- A real enthusiasm for providing excellent customer service
- Exceptionally well organized with strong attention to detail
- Strong, effective communication skills, both verbal and written
- An ability to produce high quality work while meeting deadlines
- Advanced computer skills: Word, Excel, PowerPoint, etc.
- Proactive, creative and willing to learn on the go
- Flexible, team player – willing to go the extra mile
- Must be available to work flexible hours as required including night/weekends/holidays as per the NY Jets schedule, third-party events at MetLife Stadium and any additional partnership events.
- Position is based in Florham Park, NJ. Frequent travel is required to MetLife Stadium in East Rutherford, NJ. Candidate is required to provide own transportation to and from locations.

How to Apply:

Interested applicants should complete an application and submit a cover letter and resume at the link below.

Position: Premium Partnerships Intern

Department: Premium Partnerships

[Fill out the application and upload your resume and cover letter here.](#)